

**Tenant Listing of Rental Dwelling Units**

**City of Reading  
Codes Services Department  
815 Washington St RM 1-30  
Reading PA 19601**

**Rental Property Address:**

\_\_\_\_\_  
\_\_\_\_\_

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Type of Rental Property

Single Family Unit Rental    **Dwelling Unit**    **Rooming Unit**  
**Combination Unit**

**If combination unit, please indicate below number of dwelling /rooming units.**

**Number of Dwelling Units** \_\_\_\_\_

**Number of Rooming Units** \_\_\_\_\_

**Are any of the units owner occupied? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please indicate on the list which unit is owner occupied.**

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
If Corporation indicate contact information for contact officer:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Property Purchase Date: \_\_\_\_\_

Previous Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Property Ownership from \_\_\_\_\_ to \_\_\_\_\_

Management/ Company Name: \_\_\_\_\_  
 Agent's Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

All Current Tenant (s) Last Name, First Name, Middle Initial	Relationship to Lessee	Unit Number & floor Number	Date of Entry	Term of Lease

I hereby verify that the information provided on the within tenant listing is true and correct to the best of my knowledge, information and belief.

I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Property Owner/ Manager

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Property Owner or Manager

\_\_\_\_\_  
If Owner Corporation and  
Listing Completed by Owner  
Indicate Office in  
Corporation